



THE SPECIAL  
ASSISTANT

OFFICE OF THE SECRETARY OF DEFENSE  
1000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1000

JAN 15 2003

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
DIRECTOR, DEFENSE RESEARCH AND  
ENGINEERING  
ASSISTANT SECRETARIES OF DEFENSE  
GENERAL COUNSEL OF THE DEPARTMENT  
OF DEFENSE  
INSPECTOR GENERAL OF THE DEPARTMENT  
OF DEFENSE  
DIRECTOR, OPERATIONAL TEST AND  
EVALUATION  
ASSISTANTS TO THE SECRETARY OF DEFENSE  
DIRECTOR, ADMINISTRATION AND  
MANAGEMENT  
DIRECTOR, NET ASSESSMENT  
DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTORS OF THE DOD FIELD ACTIVITIES  
(ATTN: MILITARY AND EXECUTIVE  
ASSISTANTS)

SUBJECT: Guidance for Submitting Secretary and Deputy Secretary of Defense  
Read Aheads

Please submit read aheads for Secretary and Deputy Secretary of Defense meetings, briefings, interviews and events to the Secretary's Writing Team two workdays prior to the meeting, briefing, interview or event.

If you need additional information with respect to a particular schedule item, please contact me. In any event, please provide such information as you have available as soon as possible and not later than two days prior to the meeting, briefing, interview or event. You can always update the information as the scheduled item draws closer.



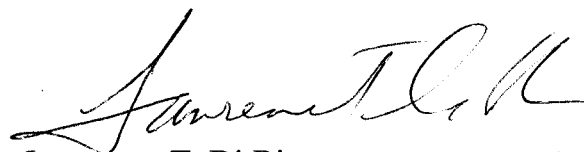
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Read ahead guidance is posted at the *Military Assistant and Executive Officer Handbook, January 2003*, website. The website address is:  
<https://ca.dtic.mil/execsec/handbook/index.html>

If you have questions regarding this change, please contact the Secretary's Writing Team at 703-692-7132.

Please ensure the widest dissemination of this guidance.

*Thank you.*

A handwritten signature in black ink, appearing to read "Lawrence T. Di Rita". The signature is fluid and cursive, with a large initial "L" and a stylized "D".

Lawrence T. Di Rita  
The Special Assistant to the  
Secretary of Defense